



Code: 0911

Family: Public Relations and Creative Arts

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Audio-Visual

CLASS TITLE: PRODUCTION ASSISTANT

CHARACTERISTICS OF THE CLASS

Under immediate supervision, performs manual labor and routine clerical duties involving the set up, break down and transporting of furniture, equipment and supplies; and performs related duties as required

ESSENTIAL DUTIES

- Assembles, sets up and breaks down furniture, equipment and stage production sets including tables, chairs and floor paneling using hand and power tools
- Lifts and moves furniture and equipment in order to load and unload onto vehicles for transport
- Transports equipment, furniture and supplies to and from work sites and storerooms
- Updates and maintains related inventory records
- Photocopies and stores documents (e.g., brochures, pamphlets, flyers)
- Answers incoming telephone calls, refers to appropriate staff and takes messages
- Processes out-going mail and sorts and distributes mail

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Six months of experience transporting, setting up and breaking down equipment, furniture and supplies, or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)
- Hand and power tools

PHYSICAL REQUIREMENTS

- Frequent lifting and carrying (up to 75 pounds) is required

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- *geographical locations in the City
- *applicable hand and power tools

Knowledge of applicable City and department ordinances, policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *EQUIPMENT MAINTENANCE - Perform routine maintenance on equipment and determine when and what kind of maintenance is needed
- *EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job
- *INSTALLATION – Install equipment, machines, wiring or programs to meet specifications

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- VISUALIZE - Imagine how something will look after it is moved around or when its parts are moved or rearranged

Other Work Requirements

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
Date: July, 2011